

Time and Labor: Paper Time Document – KTL107

DESCRIPTION:

Use this one report to print a time document for one employee or for a Department or Department range. When printing time documents by department, indicate if there are any time documents not to print based on work schedules.

PARAMETERS TO SET:

For one employee:

- Department
- Pay Period End Date
- EmplID
- Empl Rcd Nbr

For one department or a department range:

- Pay Period End Date
- Department ID Low Range
- Department ID High Range
- Schedule Not to Print

FIELDS:

- Employee Name
- Pay End Date
- Department ID
- Employee ID
- Employee Record Number
- Position Number
- FLSA
- FTE
- Job Title
- Work Schedule
- Time Reporting Code (TRC)/TRC Description
- Hours by Day
- Day of Week and Date
- Totals
- Taskgroup
- Task Profile
- Dollar Amount
- Legal Statement
- Signatures/Date Line

SORT SEQUENCE:

- Department ID
- Employee Name

WHERE FOUND:

Time and Labor Homepage > Time and Labor Reports Tile > Paper Time Document Navigation Collection Item